

Town of Warrenton, Virginia

Request For Proposal: Rear Loading Refuse Body on Truck Chassis (Refuse Collection Truck)

RFP Number: #04-008

Closing Date: April 16, 2004 at 2:00 PM

All proposals must be received by the closing date and time to be considered responsive.

One (1) original and two (3) copies of the RFP's shall be mailed or delivered to:

*Town of Warrenton
Purchasing Agent
18 Court Street
P.O. Drawer 341
Warrenton, Virginia 20188*

All inquiries for information regarding procurement procedures, selection criteria, proposal submission requirements, or other fiscal/administrative concerns shall be directed to:

Purchasing Agent
P.O. Drawer 341
18 Court Street
Warrenton, VA 20188

Phone: 540-347-1102
Fax: 540-349-2414
e-mail staff@warrentonva.gov

For technical information relating to this RFP, please contact:

Jim Weeks, Superintend of Public Works
360 Falmouth Street
P.O. Drawer 341
Warrenton, VA 20188

Fax: 540-349-8339
Phone: 540-347-1858
e-mail jweeks@warrentonva.gov

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the goods in accordance with the signed proposal or as mutually agreed upon by subsequent negotiations.

Name and Address:

Phone #: _____

Fax #: _____

Submitted by: _____

Date: _____

Printed name

FEIN/SSN: _____

Signature

CERTIFICATION PAGE
RETURN THIS PAGE WITH PROPOSAL SUBMISSION

RFP NUMBER: 04-008
DATE OF THIS REQUEST: March 19, 2004
DESCRIPTION: Rear Loading Refuse Body on Truck Chassis
(Refuse Collection Truck)
PROPOSAL SUBMISSION DEADLINE: April 16, 2004, 2:00 P.M.

Purpose: _____

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals and firm price quotations to provide the Town with a commercial rear loading refuse collection body mounted on a truck chassis to be used by the Town of Warrenton's Public Works Department

Statement of Needs:

The "refuse collection truck" must meet the minimum technical specifications and requirements, included as Attachment "A."

Proposal Preparation and Submission Instructions

In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and (3) copies of each proposal must be submitted to the Town.

Proposal Preparation

Proposals shall be signed by an authorized representative of the company submitting the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Town requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Town. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content

Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

Ownership of all data, materials, and documentation originated and prepared for the Town pursuant to the RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of §11-52D of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret materials submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

Equipment Demonstration:

Offerors who submit a proposal in response to this RFP are encouraged to provide a demonstration of their proposed vehicle to the Town. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Town will schedule the time and location of these demonstrations.

Evaluation Criteria:

Proposals shall be evaluated by the Town using the following criteria:

1. Success in meeting the minimum technical specifications and requirements, Attachment “A.”
2. Success in meeting the general technical specifications and requirements, Attachment “B.”
3. Successful demonstration with regards to:
 - a. Operation and ability to navigate Town Streets.
 - b. Maintenance and repair by Town Motor Pool Staff.
 - c. Maintenance and repair by motor pool staff
4. Competitive pricing
5. Service support and Warranty Terms

Special Terms and Conditions

The following special terms and conditions shall govern this purchase:

1. **Bid Acceptance Period:** Any proposal in response to this solicitation shall be valid for (90) days. At the end of the 90 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
2. **Delivery:** FOB, Warrenton, Virginia. Within 90 (ninety) days of contract award.

Specific Proposal Instructions:

Proposals should be as thorough as possible so the Town may properly evaluate your capabilities to provide the required goods. Offerors are required to submit the following items as a complete proposal:

1. Fully completed "General Specifications Form" - Attachment B
2. Certification Page
3. Unit Pricing Form

ALL BIDS MUST BE SIGNED AND SEALED IN ENVELOPES PLAINLY MARKED ON THE OUTSIDE, "SEALED PROPOSAL REAR LOADING BODY ON TRUCK CHASSIS (REFUSE COLLECTION TRUCK) TO BE OPENED APRIL 16, 2004" AND SHOULD BE FORWARDED TO THE PURCHASING AGENT.

Right to Reject

The Town reserves the right to reject any and all bids and waive all formalities. All contracts are awarded by the Town Manager. In the event the Town Manager rejects all bids, the Town will advertise or make the purchase on the open market.

General Terms and Conditions

The following general terms and conditions shall govern this purchase:

1. **Mandatory Use of Town Form and Terms and Conditions:** Failure to submit a bid/proposal on the official Town form provided for that purpose shall be a cause for rejection of the bid/proposal. Return of the complete document is required. Modification or additions to any portion of the solicitation may be cause for rejection of the bid/proposal; however, the Town reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid/proposal as nonresponsive.
2. **Precedence of Terms:** In the event there is a conflict between the General Terms and Conditions and any Special Terms and Conditions for use in a particular procurement, the Special Terms and Conditions shall apply.
3. **Clarification of Terms:** If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the Director of Purchasing or the Department Head whose name appears on the face of the solicitation no later than five days before the opening date. Any revisions to the solicitation will be made only by addendum issued by the Purchasing Director.
4. **Testing/Inspection:** The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
5. **Payment Terms:** Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days.
6. **Invoices:** Invoices for items ordered, delivered and accepted shall be submitted by the bidder/offeror direct to the payment address shown on the purchase order/contract. All invoices shall show the Town's

contract number and/or purchase order number.

7. **Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Town, after due oral or written notice, may procure them from other sources and hold the bidder/offeror responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Town may have.
8. **Assignment of Contract:** A contract shall not be assignable by the bidder/offeror in whole or in part without the written consent of the Town.
9. **Antitrust:** By entering into a contract, the bidder/offeror conveys, sells, assigns and transfers to the Town of Warrenton all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Warrenton under said contract.
10. **Ethics in Public Contracting:** By submitting their bids/proposals, all bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer, or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
11. **Anti-discrimination:** By submitting their bids/proposals, all bidders/offerors certify to the Town that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended. They must also conform to the American Disability Act of 1990 and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000, the provisions in A and B, below apply:

- a. During the performance of this contract, the bidder/offeror agrees as follows:
 - i. The bidder/offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonable and necessary to the normal operation of the bidder/offeror. The bidder/offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - ii. The bidder/offeror, in all solicitations or advertisements for employees placed by or on behalf of the bidder/offeror, will state that such bidder/offeror is an equal opportunity employer.
 - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting requirements of this section.

- b. The bidder/offeror will include the provisions of A. above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
- 12. **Indemnification:** Bidder/offeror agrees to indemnify, defend, and hold harmless the Town of Warrenton, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, services or equipment of any kind or nature furnished by the bidder/offeror, provided that such liability is not attributable to the sole negligence of the Town or to failure of the Town to use the materials, goods or equipment in the manner already and permanently described by the bidder/offeror on the materials, goods or equipment delivered.
- 13. **Debarment Status:** By submitting their bids/proposals, all bidders/offerors certify that they are not currently debarred from submitting bids/proposals on contracts by the Town of Warrenton, nor are they an agent of any person or entity that is currently debarred from submitting bids/proposals on contracts by the Town of Warrenton.
- 14. **Applicable Law and Courts:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The bidder/offeror shall comply with applicable federal, state and local laws and regulations.
- 15. **Qualifications of Bidders/offerors:** The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the work/furnish the item(s) and the bidder/offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect the bidder's/offeror's physical plant prior to award to satisfy questions regarding the bidder's/offeror's capabilities. The Town further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy the Town that such bidder/offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
- 16. **Brand Name of Equal:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturing name, but conveys the general style, type, character and quality of the article needed. Any article that the Town, in its sole discretion, determines to be equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/offeror is responsible for clearly and specifically showing that the product being offered, by providing specific descriptive literature, catalog cuts and technical details, to enable the Town to decide whether the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified.

Normally in competitive sealed bidding, only the information furnished with the bid will be considered in the evaluation process. Failure to furnish adequate data for evaluation purposes may result in the Town declaring the bid nonresponsive. Unless the bidder/offeror clearly shows in his bid/proposal that the product being offered is an "equal" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.

ATTACHMENT A

MINIMUM SPECIFICATIONS AND REQUIREMENTS

REAR LOADING REFUSE BODY ON TRUCK CHASSIS (REFUSE COLLECTION TRUCK)

1. Single axle chassis with automatic transmission, air conditioning, power steering, and 34,500 lb GVW with tag, or pony, axles for additional 20,000 lbs. capacity.
2. Pak-Mor 320, Loadmaster Excel, Heil5000, Leach 2R11, or equivalent rear loading body.
3. Minimum capacity of body to be 20 cubic yards.
4. Minimum hopper capacity of 3.0 cubic yards.
5. 250 hp diesel Caterpillar 3116, or equivalent minimum.
6. Full and complete hydraulically powered ejection system.

ATTACHMENT B

GENERAL SPECIFICATIONS AND REQUIREMENTS REAR LOADING REFUSE BODY ON TRUCK CHASSIS (REFUSE COLLECTION TRUCK)

The complete cab, chassis, and body units must meet all state and federal regulations regarding. Fill out the questionnaire below regarding specifications. If the answer is no, indicate the size, rating, or capacity that is quoted. Favor will be given to equipment that meets all the requirements, however, others will be given consideration.

Yes/No	Offered	CAB AND CHASSIS
_____	_____	1.Is the Tilt Cab and Chassis are available through your organization?
_____	_____	2.Refuse Body is available through your organization? (A complete unit is most desirable and will get primary consideration, but singles will also be considered.)
_____	_____	3.Is the cab to axle measurement (CA) 138 inches, clean and usable? Specify the CA.
_____	_____	4.Heavy Duty Reinforced frame? Indicate steel strength.
_____	_____	5.Right and Left assist handles on cab?
_____	_____	6.Indicate which gauges are included: Amp/Volt? Fuel? Engine Temperature? Oil Pressure?
_____	_____	7.Sun Visors on both sides?
_____	_____	8.Windshield Washers and tinted windows? Indicate whether partially or fully tinted.
_____	_____	9.Individual vinyl seat with headrest for driver with an additional bench type seat with head rests for two more passengers?
_____	_____	10.West coast type heated mirrors?
_____	_____	11.Power Steering? Indicate turning radius.
_____	_____	16.Cab color off-white?
_____	_____	17.Front Tow Hooks?
_____	_____	18.Front tires must be radials with open tread type design similar to Goodyear G286? Must be adequate for GVW, specify type and size.

Yes/No	Offered
--------	---------

_____	_____	19.Rear tires must be radials, with aggressive tread, and real M+S, not all season, similar to Goodyear G188? Must be adequate for GVW, specify type and size.
_____	_____	20.Spare rim complete for above specifications?
_____	_____	21.Minimum 13,000 pound front axle? Specify load rating.
_____	_____	22.Minimum 13,000 pound front springs? Specify load rating.
_____	_____	23.Minimum 23,000 pound single speed rear? Specify load rating.
_____	_____	24.Minimum 30,000 pound rear springs with or including “overload”, “helper”, or “auxiliary” springs? Specify load rating.
_____	_____	25.Gross Vehicle Weight (GVW) not less than 34,4500 pounds, not including “tag” or “pony” axle? Specify load rating.
_____	_____	26.Full Air Brakes, Cam type? Specify whether self adjusting or automatic slack adjusters.
_____	_____	27.Minimum 13 CFM air compressor? Specify CFM output.
_____	_____	28.Anchor lock parking brake?
_____	_____	29.Minimum 250 hp diesel engine, prefer Caterpillar 3116 or larger Caterpillar? Specify Engine type and power rating.
_____	_____	30.Horizontal muffler with vertical exhaust?
_____	_____	31.Oil and Fuel Filters and fuel/water separator?
_____	_____	32.Engine Block Heater?
_____	_____	33.Variable speed type governor for refuse body operation?
_____	_____	34.Minimum 45 gallon fuel tank on driver’s side? Specify capacity.
_____	_____	35.Automatic transmission with oil cooler, preferably Allison MT653 or equal?
_____	_____	36.Include two complete sets of operator’s manuals, part’s manuals, and “line specifications” and locations for the cab chassis, and body.
_____	_____	37.Minimum 100 Amp heavy duty alternator? Specify output.
_____	_____	38.Heavy Duty Maintenance free batteries?
_____	_____	39.Heavy duty, high capacity, or extra cooling radiator?
_____	_____	40.Rear axle ratio and transmission match?

Yes/No Offered

_____	_____	41."Pony" or "Tag" axle of not less than 20,000 pounds capacity, but with a 15 inch diameter tire arrangement, complete with tires, rims, and ready to use?
_____	_____	42.All lights meet state and federal requirements?
BODY		
_____	_____	43.Body is current year (2004), unused, and rear loading?
_____	_____	44.Minimum body length is 225 inches? Specify body length.
_____	_____	45.Maximum body width is 96 inches? Specify width.
_____	_____	46.Maximum inside body width shall be 90 inches?
_____	_____	47.Maximum height above the chassis frame shall be 94 inches?
_____	_____	48.Maximum inside body height is 82.5 inches?
_____	_____	49.Minimum 20 cubic yard capacity excluding hopper?
_____	_____	50.The body roof and sides are made with minimum 10 gauge steel?
_____	_____	51.The minimum compaction rating is 1050 pounds per cubic yard? Specify rating.
_____	_____	52.Body to be painted to match color of cab, which is off-white, using manufacturers paint numbers?
_____	_____	53.Minimum Hopper capacity is 3.0 cubic yards?
_____	_____	54.Hopper controls are located on rear curbside?
_____	_____	55.Tailgate seal shall extend a minimum of 50 inches up the side of the body?
_____	_____	56.Two grab handles will be located on each side of the tailgate with reinforces steps that are a minimum of 330 square inches?
_____	_____	57.Streetside, side spring-loaded door, minimum dimensions 28" by 34", to include latches, access ladder, and grab handles?
_____	_____	58.Power take off or pump and engine speed control are air operated?
_____	_____	59.Packing blade assembly and stroke sweep mechanism shall be powered by at least a minimum of five inch bore, 3000 psi rated, cylinders?
_____	_____	60.The cycling of the packing blades shall be less than 30 seconds?
_____	_____	61.Hydraulically powered including ejection system, full, and complete ejection by blade?

Yes/No Offered

- _____ 62.The ejector cylinder is a minimum of 3000 psi rated with a 6.5 inch bore?
- _____ 63.The ejector and tailgate lift are mounted at the front end of the driver's side of body?
- _____ 64.The hydraulic pump system is capable of a minimum of 40 gpm at 1200 rpm and powered by hot shift or air shift PTO?
- _____ 65.The maximum operating pressure of the hydraulic system is 2800 psi with an adjustable relief in the body valve?
- _____ 66.Hydraulic hoses have 4:1 operating to working pressure rating and comply with all SAE standards?
- _____ 67.The hydraulic Oil reservoir has a minimum capacity of 42 gallons equipped with filter, breather cap, sight glass, cleanout cover, and is not a structural member of the body?
- _____ 68.All electrical wiring shall be color coded and labeled, and routed in a harness or loom?
- _____ 69.Body meets all state and federal standards for lights and safety equipment?
- _____ 70.Plumb additional hydraulic lines for flipper to dump 100 gallon refuse containers. The plumbing is to include all valving and controls necessary.

1. List warranty on basic unit, cab / chassis and also if additional (extended) warranty is available and at what cost. List ant any additional warranties on the motor, transmission, body, cab or chassis. Indicate whether warranty work includes pickup and delivery.

2. Indicate the closest warranty repair location, for the major warranty components (cab, chassis, and body) to the Town of Warrenton.

UNIT PRICING FORM

RFP NUMBER: 04-008

DATE OF THIS REQUEST: March 19, 2004

DESCRIPTION: Rear Loading Refuse Body on Truck Chassis (Refuse Collection Truck)

PROPOSAL SUBMISSION DEADLINE: April 16, 2004, 2:00 P.M.

Description	Quantity	Unit Price
Rear Loading refuse body on Truck Chassis (Refuse Collection Truck), per specifications	1 each	\$

MAKE & MODEL QUOTING:

Description	Quantity	Unit Price
Extended Warranty (List specifics below)	1 each	\$

WARRANTY SPECIFICS:

LIST YOUR BEST DELIVERY TIME: _____ # DAYS

PROMPT PAYMENT DISCOUNT _____% DISCOUNT FOR PAYMENT WITHIN_____ DAYS

SUBMITTED BY:

Company Name

Company Address

Signature

Phone Number

Fax Number

Print Name

Date